

1 October 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Approximate Time Schedule for Project USEFUL Planning

GENERAL

1. In 1967, Project USEFUL was presented the first week in October. In 1968 and 1969, it was presented the last week in September. This timing seems to be acceptable to all concerned. The planning for Project USEFUL starts in the April preceding its presentation and continues from point to point, down to the day before the program begins. The main check points are noted below.

MAIN PLANNING POINTS AND APPROXIMATE TIMING

2. The main planning points and approximate timing are as follows:

A. April: Discussion with MPS/PSG (fix date, discuss program content, plan date to meet with JCS/SACSA contact, etc.). Check with Intelligence School - be sure date chosen does not conflict with JCS/DIA Program (1968 schedule attached).

B. May: Meet with JCS/SACSA contact, get agreement on USEFUL date(s), discuss content JCS/SACSA memo to commands providing participants. See rough CR attached (on May 1969 meeting).

Info DTR on USEFUL plans.

Write memorandum invitation to USEFUL, from DTR to CG/JCS/SACSA, ATTN JCS/SACSA contact (expect no formal reply). See informal note on this, attached.

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declassification

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C. June/July: Reserve Room 1A-07, Hqs, for USEFUL Program. Obtain copy of JCS/SACSA memorandum to comands and ask MPS/PSG to cable field representatives (see attached 1969 memo and our cable).

Prepare draft USEFUL schedule and Notes for speakers; have copies mimeographed. See the following people, give them copies of the draft schedule, and obtain preliminary OK for talks as scheduled.

DCI, DDCI, Ex. Dir/Comp. (Secretaries), and heads of Directorates (or their Executive Assistants); each officer scheduled to speak, except the DCI, DDCI, Ex. Dir/Comp., and heads of Directorates - unless the Directorate (Executive Assistant) says will contact its officers on this and let you know (only Directorate that did this in 1969 was DDS&T). Give each officer a copy of the draft schedule.

Discuss makeup of panel on last day of program with MPS/PSG, decide on panel members, and make arrangements with appropriate areas divisions for these officers to be at Hqs for the panel. MPS/PSG will send copies of the final course schedule and notes for speakers to representatives in the field and those at Hqs who will participate in the panel, and MPS/PSG will handle the panel arrangements and presentation.

D. End August: Prepare final USEFUL Program (course schedule), having reconfirmed speakers, and have reproduced by printing service. Prepare final Notes for speakers and Administrative Notes. Give

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JCS/SACSA contact enough copies of the Administrative Notes for him to send one to each Primary and Alternate nominee for USEFUL (normally about 60), at the nominee's post in the USA or abroad, prior to his departure for Washington/USEFUL Program. Also give JCS/SACSA contact two copies of final USEFUL Program and Administrative Notes, for his records.

Pick up from JCS/SACSA contact the list of Primary and Alternate nominees (1969 list attached) with official notification of TS clearance, the BI on each that we request, and two passport-size photos of each. Have Training Assistant make up a list of Primary and Alternate nominees and have copies mimeographed. Give info on nominees and one of the two pictures to EA for OTR/Security use. Retain one picture of each, for use in making identification seating chart to post in back of 1A-07 during USEFUL Program.

E. Early/Mid-Sept.: Meet with the Director of Training's Executive Assistant (EA), discuss all support needs, and give him list of specific requirements (see EA and OTR/Security Officer memos on 1969 requirements, attached; these reflect the list given to EA).

Send copy of final USEFUL Program, Notes for speakers (not to top officers), and final participant list, to each speaker. These papers go to top officers, with note confirming arrangements that they speak as scheduled, on a routing sheet, with DTR initials. They go to the rest of the speakers from C/OS. Training Assistant ensures that nameplates are made for all participants' desks in 1A-07, and that all signs needed for speakers (names) and other

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signs needed are lettered by visual aids (the name signs from last year are at hand, as are other signs used).

ADDITIONAL NOTES

3. The following are some notes on minor matters that needed attention in 1969 and some points not covered above:

A. Arrange with the Agent and Liaison Training office, at Headquarters, that they accept official and personal telephone calls for USEFUL participants during the program.

B. Coffee and doughnuts were served during the coffee breaks of the program (noted in the EA memorandum attached), in the hall just outside of 1A-07. This was found to be convenient. It was done by arrangement through EA.

C. The reception table inside the Hqs main entrance, for USEFUL participants on the first day, should be ready for business (passes on hand, etc.) at 0730 hours, in case any participants come for breakfast that day (four arrived at 0730 in 1969 and wanted breakfast; the reception desk was not ready until 0800, so special passes had to be gotten for them).

D. The Course Coordinator and Training Assistant should check 1A-07 the afternoon before the program opens. They should be at 1A-07 at 0730 hours the first day and 0800 hours for the rest.

E. A copy of instructions given to the Training Assistant (Bonnie) is attached. She also performs numerous small courtesies for participants.

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F. All participant requests for contact with DDP officers must be checked out with MPS/SPG (there should be an MPS/SPG representative in 1A-07 each day of the program).

G. There are usually last minute changes in the participants (named Alternates substituted, or new people ^{added} ~~added~~), after the final participant list is made up. A list including all changes should be made up during the first day of the program and distributed to the participants on the second day.

25X1A9a H. In 1969, [REDACTED] of BNE, who talked on the production of National Estimates, used the film on the National Intelligence Estimate (the so-called [REDACTED] film'). He asked that the short sequence that showed a man with field glasses - ostensibly collecting information - and the following bit on "consultants" be cut out. This was done. Visual Aids [REDACTED] has this film as edited, in case it is needed in 1970.

I. Copies of the 1969 USEFUL Program, Administrative Notes, and Notes for Speakers, are attached.

J. Four USEFUL participants complained that they missed the bus from the Pentagon to Headquarters (arranged by the JCS/SACSA contact), because they did not know which gate at the Pentagon bus stop it left from. Our JCS/SACSA contact had noted what gate this bus would leave from, in his memorandum to all comands providing participants (with which he forwarded our Administrative Notes). In the future, if possible, the Administrative Notes should include note of which gate at the Pentagon the bus will leave from.

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K. The 1970 Course Coordinator should make an effort to obtain MPS/PSG approval of a sterile version of the USEFUL Program that can be sent to participants at their posts, after they finish the program. A number of participants requested this in 1968 and 1969; there was not time at the end of the program. It may be possible to obtain agreement on a sterile version at the same time a final version is made up.

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Course Coordinator

NB - classify Admin. Notes 0210.

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